

2020 – 2021 Gaithersburg Farmers Markets

Vendor Information and Regulations



Please Keep Pages 1 & 2 for Your Reference

Interpretation of the following information and regulations is at the discretion of the City of Gaithersburg

Main Street Farmers and Artists Market

301 Main Street, Gaithersburg, MD 20878

Saturdays, Year-Round

Summer, Winter, Year-Round available

9:00 a.m. – 2:00 p.m.

Casey Farmers Market

Casey Community Center

810 S. Frederick Ave., Gaithersburg, MD 20877

Thursdays, May 7 – November 19

1:00 p.m. – 5:30 p.m.

MARKET DESCRIPTION

The Gaithersburg Farmers Markets provide weekly access to **locally grown and produced food, art and handcrafted goods**. We offer two markets throughout the year, a summer farmers market at Casey Community Center and a year-round farmers and artists market at Main Street Pavilion in the Kentlands.

REGISTRATION PROCESS, APPLICATION DEADLINES, NOTIFICATION and SELECTION

Please mail, walk-in, or E-mail your completed application along with copies of any necessary permits and fee to:

City of Gaithersburg

Andi Rosati

506 S. Frederick Avenue, Gaithersburg, MD 20877

E-mail: Andi.Rosati@gaithersburgmd.gov

All applications are juried. If accepted, you will be notified with an E-mail confirmation.

For priority consideration: applications for **Year-Round and Summer Season** submitted by **March 20** will be confirmed by **March 30**. Year-Round and Summer Applications received after March 20 will be considered as space allows. Acceptance is not guaranteed. Please allow at least **2 weeks** for processing.

Applications for **Winter Market** season submitted by **October 9** will be confirmed by **October 30**. Winter Market applications received after October 9 will be accepted as space allows. Please allow at least **2 weeks** for processing.

Vendors accepted into the market will receive additional details 2 weeks prior to start date. Fees paid will be returned to applicants who are not accepted into the market. There will be NO refunds once a vendor is accepted into the market.

The City reserves the right to reject any application for reasons including but not limited to, incompleteness, unreasonable requirements, failure to include payment, and failure to meet selection criteria. Acceptance will be dependent on space availability and the quality, appeal and variety of products offered.

RAIN/CANCELLATION/REFUND POLICY

This is an outdoor, RAIN or SHINE event. Vendors are responsible for covering and securing property in the event of inclement weather.

SALES TAX

The State of Maryland requires any person selling used or new products to charge 6% sales tax. If you do not have a Maryland tax ID #, you DO NOT NEED TO APPLY FOR ONE. Vendor names will be submitted to the Maryland State Comptroller's Office and a temporary Tax ID # will be automatically assigned to you by the State.

SPACE ASSIGNMENTS/PARKING

Parking onsite is limited and will not be available for all vendors. **Vendors must provide their own set up which includes tables, chairs, and canopies with weights for windy conditions, and must take responsibility for setup and teardown. Each vendor must also display a neat, legible sign identifying their business.** Prior to the start of the market you will receive a site map showing where your space is located. Vendors are not permitted to make their own arrangements to change their assigned space. If you have a concern with your space, you must contact the Market Coordinator or Manager.

ELECTRICITY / WATER

No water is available. Vendors are responsible for their own trash removal and wastewater disposal. Vendors who do not adhere to this regulation will be subject to a fine.

Limited electricity is available at the market. If your booth requires electricity, please include a request on your application. Not all requests can be accommodated.

TERMINATION

The City reserves the right to terminate this agreement at any time. All terms and conditions shall survive termination.

Vendors agree to the following terms and conditions:

- The Market Master is the vendor overseeing the safe and smooth operation of the market onsite. New vendors must check in with the Market Master before setting up.
- Styrofoam containers are not permitted.
- **Safety concerns are a priority for the City.** All inventory, equipment and supplies must not present a safety hazard to the public.
- Tent Weights are required to secure tents in order to protect the safety of attendees. Vendors who do not bring weights are not permitted to set up at the market.
- Remain at the market with booth set up until the close of the market so that customers arriving late will not be disappointed and the market will not be disrupted. Violators may not be invited back.
- Arrive at least 30 minutes prior to market opening. Those arriving late may forfeit their assigned location.
- Conduct themselves in a professional manner.
- Provide as much notice to the City as possible (preferably 3 days minimum) if unable to attend. If unable to attend day of event, must contact Market Master. Repeated cancellations without proper notice may result in not being invited back
- Provide their own canopy/tent with these specifications: **NFPA – 701 or California Certificate Fire Marshal Approved on the tent tag.** Vendors must provide a photo of the tent/canopy tag at the time of approval.
- Provide their own weights/stakes, tables and chairs.
- Confine all materials to assigned space. Spaces are assigned by the Market Supervisor and vendors may not switch, sublet or apportion spaces without prior approval from the Market Supervisor or Market Coordinator.
- Sell only items that are listed on this application and approved by the Market Supervisor.
- Self-produce at least 90% of the products sold.
- Comply with Montgomery County Health Dept. requirements.
- Comply with Maryland Sales Tax requirements (if applicable.)
- Comply with all federal, state and local regulations.
- Not use profanity, name calling or become physically or verbally abusive in any way.
- Be responsible for the behavior of family, friends, and those designated to act as an employee/agent/representative.
- Be cooperative with the City of Gaithersburg's agents and other vendors to foster a pleasant and orderly market.
- Provide trash receptacles for any waste from the vendor booth and agree to remove that trash from the market. (Receptacles provided by the Market are intended for the use of customers and guests only.)
- Comply with City ban on smoking and vaping at the Market.
- No pets, alcohol (except where approved for sale), weapons, or illegal/harmful substances.
- Allow the City to take and/or use photographs, video and/or recordings for promotional purposes in print or televised advertisements, brochures, postcards, fliers, City website, and other marketing media.
- City reserves the right to perform inspections at the listed farm locations on this application, at any time without prior notification. If found that the farm listed on this application is not producing the products that are sold at the markets, the City reserves the right to prohibit the sales of these products at the market.
- In circumstances of inclement weather, the City will not cancel this event unless safety is of concern. Participation is dependent on the vendor's discretion. If the weather prevents attendance, the Market Master must be immediately notified by phone.
- The City is not responsible if vendors do not make a profit. The City will not be responsible for theft or damage to any items or displays. Vendors assume all responsibility for any loss, damage, claim or other injury to the City or to third parties resulting from use of the site by vendors, or by reason of vendor, their employees, agents, representatives, or to any of the items, materials, goods or other property of the same, whether caused by fire, theft, act of God, accident or any other cause whatsoever, for the period during which the Vendors use the space(s), and shall indemnify and hold harmless the City, its employees, agents and representatives from any and all such loss, damage, claim, injury or other expense relating thereto.
- City staff reserves the right to remove any vendors who they deem uncooperative.
- The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate.
- This application does not include participation in City-sponsored events, which require separate fees and pre-registration.

2020 - 2021 GAITHERSBURG FARMERS MARKETS VENDOR APPLICATION

Please answer all applicable questions, sign application,
and submit pages 3 -5 with payment

All Applicants:

Name _____ Business Name _____
Mailing Address _____
Home # _____ Cell # _____ E-mail (Required) _____
Location of Farm/Kitchen/Studio (if different from mailing address) _____
Do you grow or produce all of your items? (circle answer) **Yes No**
If not, please explain: _____

Payment Types that Vendor Accepts (circle all applicable):

Cash Checks Debit/Credit SNAP WIC FMNP

Type of Farm Practice (circle): **Certified Organic IPM Traditional Pesticide Free**

*Requested space needed * (circle): **10' x 10' 10' x 20' 10' x 30' (Casey Farmers Only)**

* Artists & prepared foods are limited to (1) 10' x 10' space. Farmers eligible for 10' X 20'

* Farmers: indicate your vehicle type and dimensions: **Type:** _____ **Dimensions:** _____
License Plate Number: _____

*Parking on market grounds is subject to approval

ITEMS FOR SALE

If necessary, attach an additional sheet. **Items not listed may not be sold at the market without prior approval.**

MARKET LOCATION

(Indicate Casey or Main Street)

MARKET LOCATION	PRODUCT	ESTIMATED SALE DATES	PRICE RANGE
(Indicate Casey or Main Street)			

*Do you sell at any other regular markets? If so, please list name, day and time of markets below:

*The following persons are designated as market booth employee/agent/representative:

1) _____ 2) _____ 3) _____

*List your business website, including social media.

*Provide us with a short bio about your business (or a link to where we can find one online.)

*New vendors and returning vendors with a new set up must provide 1 photo of booth set up or detailed drawing.

*Digital photos may be sent via E-mail or provide a link to photos on a website.

*New artists and crafters must provide 5-7 current, high-quality photographs of their artwork/craft.

***Prepared food vendors must provide a Certificate of Insurance (COI).**

*Prepared Food Vendors - Contact the Montgomery County Department of Health & Human Services at 240-777-3896 to determine if a health permit is required.

Main Street Farmers & Artists Market

Select One: ☐ Farm ☐ Prepared Food ☐ Art/Craft

Select One:	<input type="checkbox"/> Year-Round (Saturdays, May 2, 2020 – April 24, 2021, 9 a.m. to 2 p.m.)	Resident Fee: \$260	Nonresident Fee: \$310
	<input type="checkbox"/> Summer Season Only (Saturdays, May 2, 2020 – November 21, 2020, 9 a.m. to 2 p.m.)	Resident Fee: \$185	Nonresident Fee: \$210
	<input type="checkbox"/> Winter Season Only (Saturdays, November 28, 2020 – April 25, 2021, 9 a.m. to 2 p.m.)	Resident Fee: \$135	Nonresident Fee: \$160

Resident vs. Nonresident Fees

Resident rates apply only to individuals and businesses residing in/located within the **corporate City tax limits of Gaithersburg**. A Gaithersburg mailing address does not necessarily mean the address is within the City corporate tax limits.

Casey Farmers Market

Select One: ☐ Farm ☐ Prepared Food Other _____

Select One:	<input type="checkbox"/> Summer Season (Thursdays, May 2, 2020 – November 19, 2020, 1 p.m. to 5:30 p.m.)	Resident Fee: \$185	Nonresident Fee: \$210
-------------	---	----------------------------	-------------------------------

ADA ACCOMODATIONS

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act and other applicable law. Your request for accommodations will in no way affect your acceptance status. Please describe any specific accommodations you are requesting based on physical, psychiatric, behavioral or other concerns. All requests for accommodations must be made two weeks prior to market participation to allow the City sufficient time to consider the request.

ALL APPLICANTS

I certify that I have read, fully understand, and agree to comply with the Gaithersburg Market Vendor Information and Regulations, and that the information I have provided on this application is true and complete. I will be personally responsible for ensuring that the use of my space is carried out in conformance with this application. I further understand that **I am required to charge 6% sales tax and I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office after the event, if needed.**

As a participant in the 2020-21 Gaithersburg Markets, I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the Market, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the Market, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in a Gaithersburg Market by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

By signing this application, I authorize my payment to be processed and deposited upon receipt.

I understand that if I am not accepted into the market, a full refund will be issued.

SIGNATURE _____ DATE _____

Credit card payments are preferred, and will only be processed upon acceptance into the Market.

If submitting application via E-mail, do not fill in the credit card number.

Instead, **print and sign your name on application**, E-mail the application, and call Andi Rosati at 301-258-6350 to provide a credit card number by phone.

VENDOR PLEASE COMPLETE:

Space Fee: _____

Payment Method: ☐ Cash ☐ Check # _____

Please make checks payable to: **City of Gaithersburg**

☐ CREDIT: Circle one: VISA / MC / DISC / AMEX # _____ Exp. _____

Signature (required): _____

Print Name (required): _____

(No refunds will be given after vendor acceptance is confirmed.)

**E-MAIL SCANNED APPLICATION AND
REQUIRED ATTACHMENTS TO:**

Andi Rosati

Andi.Rosati@gaithersburgmd.gov

OR

**MAIL COMPLETED APPLICATION and
ALL REQUIRED MATERIALS TO:**

City of Gaithersburg
Andi Rosati
506 S. Frederick Ave
Gaithersburg, MD 20877